

Fauquier County Department of Community Development  
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[www.fauquiercounty.gov](http://www.fauquiercounty.gov)

**ADMINISTRATIVE SUBDIVISION CHECKLIST** Page 1 of 2

*Please type or print legibly .*

REQUIREMENT	YES	NO	N/A STATE REASON Use separate sheet if necessary
<b>DOCUMENTATION</b>			
1. Completed Land Development Application form with all property owners original signatures.			
2. Fee check.			
3. A copy of the appropriate tax map with a list of the names and addresses of all surrounding property owners.			
4. Five copies of a record plat showing proposed division, <b>folded</b> .*			
5. No more than two divisions are proposed or have been approved for each parcel of record as of May 9, 1968. Letter from Zoning Office indicating number of administrative divisions available for parcel in current configuration.			
6. No bonding is required for the proposed division.			
7. A lot drainfield certification plat approved by the Fauquier County Health Department is included.			
8. A highway entrance permit is approved by VDOT and the permit is included. A letter from VDOT stating the entrance permit can be issued will suffice.			
9. If a private street is used to access lot(s), provide appropriate deed. (Section 7-305 and 7-306 of Zoning Ordinance)			
10. If private street exceeds 1,000 feet in length, waiver must be submitted. (Section 3-2 (A)(6) of Subdivision Ordinance)			
11. If property zoned RA or RC, current letter from Zoning Office indicating subdivision potential.			
12. <b>Completed, signed Administrative Subdivision Checklist.</b>			
<b>* ADMINISTRATIVE SUBDIVISION PLAT REQUIREMENTS</b> See Section 10-4 of Subdivision Ordinance for details			
1. Plat prepared by a land surveyor or engineer.			
2. Drawn to a scale not greater than 1" = 100' and the sheet size shall not exceed 18" x 24".			
3. If shown on more than one sheet, the sheet number, total number of sheets and the adjustment shall be shown on each sheet.			
4. Title under which the subdivision is proposed to be recorded.			
5. A certificate signed by the Land Surveyor.			
6. Name of individual or firm who prepared the plat.			
7. Date of plat.			
8. Scale of plat.			
9. Name or number of a section if part of a larger tract.			
10. A signed and notarized statement that "the subdivision of the land described herein is with free consent and in accordance with the desires of the undersigned owners, proprietors, and trustees".			
11. Signature panel for governing body 4 inches by 4 inches.			

**ADMINISTRATIVE SUBDIVISION CHECKLIST Page 2 of 2*****Please type or print legibly .*****\* ADMINISTRATIVE SUBDIVISION PLAT REQUIREMENTS (continued)**

See Section 10-4 of Subdivision Ordinance

12. Vicinity map, with north arrow and scale, showing all adjoining roads, town/county boundaries and other landmarks within one mile radius.

13. Current zoning of parcels.

14. The north point arrow.

15. The boundary lines of the area being subdivided.

16. All dimensions, both linear and angular for locating lots, streets, alleys and public easements.

17. Lot numbers in numerical order and block identification.

18. Location and material of all permanent referenced monuments.

19. A definite bearing and distance tie shown between not less than two permanent monuments on the exterior boundary.

20. Temporary cul-de-sacs where needed.

21. Names of all proposed streets.

22. Total acreage of lots, common spaces, streets and total site acreage.

23. Notation "\_\_\_\_\_ acres is hereby dedicated for public use".

24. **Boldly printed** Private Street Notation. (Section 7-306 of Zoning Ordinance).

25. All existing and proposed easements.

26. Existing and proposed rights-of-way and widths.

27. Seal and original signature by the Engineer or Land Surveyor.

28. Floodplain note to read: " The subject property is located on FEMA Flood Insurance Rate Map, number 510055, Panel \_\_\_\_\_, dated \_\_\_\_\_. The property is located in Zone \_\_\_\_\_".

29. Parcel Identification Number (PIN).

**CERTIFICATION OF APPLICATION SUBMISSION**

I hereby certify that the above stated information is included in the attached administrative subdivision application and accompanying materials. Further, I have included on the plat any conditions required by proffers of an approved rezoning, or required by special exception or variance approval, special agreements or covenants.

\_\_\_\_\_  
Engineer or Surveyor's Signature\_\_\_\_\_  
Firm Name\_\_\_\_\_  
Date

Application: \_\_\_\_\_ Accepted \_\_\_\_\_ Rejected \_\_\_\_\_

\_\_\_\_\_  
Development Technician\_\_\_\_\_  
Date